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OFFICE OF SECURITY

MONTHLY STATISTICAL REPORT

APRIL 1956

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MAY 1 4 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Office of Security Monthly Statistical Report
for April 1956

1. This report is being made in a completely revised format
pursuant to your request for more graphic statistics reflecting the
activities and work loads in the Office of Security.

2. I am sure you are mindful that much of the work of this
office is devoted to such matters as security research, liaison,
counseling, guidance, etc. which do not lend themselves to statistics.
For those activities which are readily reflected by statistics, we
have developed a series of tables and charts which show clearance
activities, investigative case loads and other security activities
relating to personnel control, physical security and training matters.

3. We are continuing to study the problem of also reporting
statistically our work loads or accomplishments in connection with
special projects. If we are able to develop appropriate statistics
on such projects, or other activities in general, they will be added
to future monthly reports.

4. Attached hereto are tables and charts reflecting certain
activities for the Office of Security for the month of April 1956.
Inasmuch as this is the first submittal of this nature, the tables
and charts are described in some detail to aid in their interpretation.

Table A   STATUS OF OVERT AND SEMI COVERT CASES

This table gives a breakdown of the various types
of cases considered for clearances under this cate-
gory and shows the status of each type of case with
respect to the numbers received, processed and
pending. Of particular interest to you may be the
statistics on T/O Staff Applicants. Because of its
importance, this category is listed separately and
is limited to only those cases being processed for

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occupancy of T/O slots. The "Other Applicant
Type" cases requiring full field investigations
include such types as Consultants, Military
Assignees, Guards, Char Force, etc. The remain-
ing categories listed under items #2 to #6 as
Contact Division OO, Classified Procurement,
Technical Contacts, Administrative Support and
Miscellaneous are cases handled in support of
specific activities and are self explanatory.

Inspection of this table reveals a large increase
in receipts of "Applicant Type" cases, resulting
in a larger pending load at the end of the month.
The processing of the other categories of cases
was well ahead of receipts.

Chart #1   WORK LOAD OF OVERT AND SEMI COVERT CASES

This chart shows graphically a comparison by months
since the first of the year of the work load which
has been imposed on the Office by Overt and Semi
Covert Cases listed in Table "A". The chart dis-
closes that the receipts of all such cases have
increased monthly since the first of the year with
a large upsurge during April. We find this April
increase to be consistent with the effects of spring
recruiting in past years.

Due to the importance to the Agency of "T/O Staff
Applicant" cases, they are shown separately with
the number received and number approved each month.
The time element in processing does not permit a
direct comparison of these figures on a current
monthly basis. Those received in a current month
are usually reflected in the approvals 60 to 90
days later. The graphs for these two items show
steady increase in both receipts and approvals
during the year.

Table A-1   STATUS OF FIELD ACTIONS ON OVERT AND SEMI COVERT CASES

The field actions or assignments in investigative
work imposed by the Overt and Semi Covert Cases
listed in Table "A" are shown by receipts, completions,
unassigned and pending cases for all full field in-
vestigations and for those cases requiring only name
checks of other Agencies' records by our District
Field Office.

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This table in conjunction with Table "D", "Status
of Covert Cases and Covert Operational Support
Activities", described below, reflects statistically
the full work load on our field offices.

Table 8   TIME FACTORS IN PROCESSING OVERT AND SEMI COVERT CASES

This table shows the time which was required to
process 289 regular "Applicant Type" cases received
from the Office of Personnel. These statistics are
limited to Regular Applicant, Consultant and Military
Assignee cases received from the Office of Personnel
and do not include cases such as Conversions, Spouses,
Guards, Char Force and other "Applicant Type" cases.
These latter type cases are excluded because they
would distort the statistics, either from the standpoint
of requiring very little processing time, such as a
Conversion case, or by falling in a secondary priority,
such as a Char Force case. The statistics show the
average number of days required to process a case
completely and they also show the proportions spent
in investigation and in appraisal.

An analysis of the processing time of 289 cases seg-
regates them into six separate time periods ranging
from less than 30 days to over 150 days. It can be
seen from these figures that 28% of the cases were
completed in less than 60 days and only 10% were in
process over 120 days.

Part 3 of the table shows that 59 "Applicant Type"
cases received from the Office of Personnel have
not been completed and have been pending in the
Office of Security for over 90 days.

Chart #2   PROCESSING TIME OF "APPLICANT TYPE" CASES

This chart affords a monthly comparison in graphic
form of the average days which it has taken the
Office of Security to complete "Applicant Type"
cases, reflecting the time in investigation and the
time in appraisal and the relative status by months
of those incomplete cases which are over 90 days old.

A satisfactory reduction is disclosed in all of the
time factors concerned since the first of the year.

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Table C   STATUS OF EXECUTIVE ORDER 10450 CASES RECEIVED
FROM THE CIVIL SERVICE COMMISSION

This table is substantially the same as the one
which has been included in previous monthly
reports to you on this subject and is self
explanatory.

Table D   STATUS OF COVERT CASES AND COVERT OPERATIONAL
SUPPORT ACTIVITIES

This table shows the types of cases for Covert
Security Clearances, Approvals and Recommendations
which were received, processed and pending during
the month. It also shows the types of Covert
Operational Support activity in which this office
is engaged in the domestic support of Agency
operations.

The field work reflected in this table is borne
by the Office of Security Field Offices. These
activities are directed and reviewed by the Office
of Security Headquarters Staff, which also conducts
the appraisals of covert cases and the granting of
clearances or recommendations for approvals on such
cases.

The statistics on man hours expended in the field for
Covert Operational Support activities are being com-
piled for the first time. As this information is
accumulated, it will be reflected in graphic form.
The 1,762 man hours shown for "Miscellaneous Actions"
include certain surveillances which are heavy consumers
of man hours.

Chart #3   WORK LOAD OF COVERT CASES AND COVERT OPERATIONAL SUPPORT
ACTIVITIES

The work loads in the categories mentioned above and
listed in Table "D" are reflected graphically in this
chart to give a monthly comparison of the number of
cases received for action.

Table E   CONTROL, SUPPORT AND SERVICE OF COVERT ACTIVITIES

The first two items in this table reflect the work
imposed on this office by other agencies through the
reciprocal working relationship between CIA and other
investigative agencies in the exchange of investigative
information.

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Items #3 and #4 in this table show the number
of interviews and reviews of files resulting
from administrative and personnel actions in
the Agency.

The remaining items, #5 to #9, reflect those
activities of a control nature which are subject
to presentation as statistics.

The statistics on training activities are self
explanatory.

Chart #4   NUMBER OF SECURITY PERSONNEL RECEIVING TRAINING

This chart affords a comparison of the number of
Office of Security personnel who have received
training during each month since the first of the
year. It can be seen that the number for each
month is well over 5% of headquarters personnel
strength of this office.

Table F   PHYSICAL SECURITY ACTIVITIES

This table is self explanatory.

                                     Sheffield Edwards
                                     Director of Security

Attachments:
  Tables A thru F
  Charts #1 thru #4

OS:CFH/ajf (5-12-56)
Distribution
  Orig & 1 - Adse
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        1 - Activities file
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OFFICE OF SECURITY

STATUS OF OVERT AND SEMI-COVERT CASES

Month of April 1956

TYPE OF CASE	PEND Beg of Mo	RECD Durg Mo	PROCESSED					PENDING	
			Appd	Dis- Appd	Can- celd	Other Actn	Total	Defd	Reg
1. APPLICANT TYPE									
a. T/O Staff Appli- cants	853	567	245	14	52	22	333	15	1072
b. Other full fld. inves.	468	407	83	5	16	56	160	0	715
Totals	1321	974	328	19	68	78	493	15	1787
2. CONTACT DIV. OO									
a. Citizens	578	321					392		507
b. Aliens	4	46					49		1
Totals	582	367					441		508
3. CLASSIFIED PROCUREMENT	387	136					179		344
4. TECHNICAL CONTACTS	38	3					12		29
5. ADMINISTRATIVE SUPPORT	38	9					22		25
6. MISCELLANEOUS	36	13					10		39
Totals	499	161					223		437
GRAND TOTALS	2402	1502					1157	15	2732